

**REQUEST FOR BIDS
CITY OF ASHEVILLE
TRANSPORTATION DEPARTMENT
PARKING SERVICES DIVISION
SECURITY PATROL SERVICE
Bid # 298-003PS**

INTRODUCTION: The City of Asheville is seeking bids to provide security patrol service at the Civic Center, Rankin Avenue, and Wall Street Parking Garages as well as the new parking garage located at 51 Biltmore Avenue once it is completed and open for use. At this time, it is anticipated that the new parking garage will be completed during July 2012.

BACKGROUND: The City of Asheville owns and operates the following four parking garages (one is currently under construction) in the central business district:

- The Wall Street Parking Garage has a total of 222 parking spaces with one ingress access point and one egress access point (two egress lanes). It has four levels, two stairwells, and one elevator. The Parking Services Division's offices are located on the bottom level of the building.
- The Rankin Avenue Parking Garage has a total of 262 parking spaces with two ingress access points and two egress access points. It has four levels, two stairwells, one elevator, and a hallway with public restrooms.
- The Civic Center Parking Garage has a total of 550 parking spaces with two ingress access points and two egress access points. It has eight levels, three stairwells, a staff break room on the first floor, and one elevator.
- The Lexington Avenue Parking Garage (51 Biltmore Avenue) has a total of 415 parking spaces with two ingress access points and two egress access points.

The combined capacity of all four garages is 1,449 parking spaces. All four garages are located in downtown Asheville within one-half mile of each other. The Parking Services offices are located beneath the Wall Street Garage.

The garages are open 24 hours a day 7 days a week. City of Asheville Parking Attendants are on duty at various times depending on the garage. Auto-cashiers are used for payment after hours, on weekends, and on holidays; one in each garage.

The City of Asheville also owns and operates three surface parking lots with about 160 spaces in close proximity to the parking garages.

SCOPE OF WORK: Provide unarmed, uniformed security officer(s) to patrol, monitor, and report activities in the parking garages and specified surface parking lots as outlined:

1. Security coverage:

- One officer for Rankin Avenue, Civic Center, and Wall Street garages seven days a week, 365 days per year, from 11:00 PM to 7:00 AM, Monday through Thursdays, 7:00 PM Fridays to 7:00 AM Mondays, for a total of 92 hours per week. Twenty four hour coverage is required during City holidays; New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 Days), and Christmas (3 days). *The City of Asheville may have occasion to require additional security at any time with appropriate notice.*
 - One officer for Lexington Avenue Parking Garage seven days a week, 365 days per year, from 6:00 PM to 7:00 AM, Monday through Thursdays, 6:00 PM Fridays to 7:00 AM Mondays, for a total of 113 hours per week. Twenty four hour coverage is required during City holidays; New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 Days), and Christmas (3 days). *The City of Asheville may have occasion to require additional security at any time with appropriate notice.*
- NOTE: This garage may not open until July 2012.

2. During a specific work shift, the security officer(s) will be expected to perform various tasks including but not limited to making rounds, locking and unlocking access areas, assisting customers, maintaining a presence, and preparing appropriate reports.
3. All Federal, State, and City policies, standards, and guidelines must be followed.
4. All insurance requirements must be satisfied.
5. All security officers must be properly trained.
6. All security officers must be properly screened for criminal background information.

BID QUOTES: Please provide your best hourly quote as follows:

Location	Hourly Quote W/O Vehicle	Hourly Quote With Vehicle
Civic Center, Rankin, Wall Street Garages		
Lexington Ave Garage		

Informal quotes should be submitted to the City of Asheville, Transportation Department, 70 Court Plaza, PO Box 7148, Asheville, NC 28802 and attention: Mr. Harry Brown, Parking Services Manager. **The deadline for submittal is 3:00 PM October 13, 2011.**